



Request for Proposal (RFP)

Hybrid Seminar Organizer, Production, Just Energy Transition - Coal Transition Impact

Institute for Essential Services Reform

Tebet Timur Raya No. 48B
Jakarta Selatan 12810
Indonesia

5 September 2023



OVERVIEW AND BACKGROUND

Institute for Essential Services Reform (IESR), a think tank based in Jakarta, Indonesia, has been working intensively to promote the acceleration of low carbon energy transition in Indonesia through evidence-based policy advocacy. IESR encourages transformation into a low-carbon energy system by advocating a public policy that rests on data-driven and scientific studies, conducting capacity development assistance, and establishing strategic partnerships with non-governmental actors.

Indonesia has ratified the commitment to maintain global temperatures below 1.5 OC which is in line with the Paris Agreement through Law no. 16 of 2016. The Indonesian government has set climate commitment targets through its enhanced NDC (31.89% reduction in greenhouse gas emissions against a business as usual/BAU scenario and 43.20% reduction in emissions with international assistance in 2030). However, this target is still not enough to meet the targets of the Paris Agreement. Based on the BAU scenario, the energy sector is projected to dominate Indonesia's emissions in the future. The electricity sector could be the first sector to be decarbonized given the availability of low emission technologies, namely renewable energy, which is increasingly competitive. However, the condition of Indonesia's electricity system is dominated by coal-fired power plants.

On November 15 2022, at the peak of the G20 Summit, President Joko Widodo and the International Partner Groups (IPG) led by USA & Japan, and including Canada, Denmark, the European Union, France, Germany, Italy, Norway and the UK have agreed on a Just Energy Transition Partnership (JETP) agreement. As a follow-up to the agreement, the Indonesian government needs to prepare a comprehensive investment and policy plan ("Comprehensive Investment and Policy Plan" (CIPP)) to achieve the peak emission target in 2030 and a 34% renewable energy mix in 2030 in the electricity sector as well as community support. affected. The targets to be achieved are the electricity sector's peak emissions in 2030 of 290 million tonnes of CO₂ and net zero in 2050 and the achievement of a renewable energy mix in the electricity system of 34%.

As a concrete step, the Indonesian government is preparing the CIPP investment plan document which was originally to be launched on 16 August 2023, but has been postponed to the end of 2023. This delay is in line with the unclear framework for JETP funding from IPG countries and the refinement of several analyzes in the document that need to be added . Apart from that, the Government also hopes that the document will be more inclusive and open up opportunities for public consultation over the next few months.

The energy transition in various funding schemes, both JETP and the Energy Transition Mechanism (ETM), is expected to prioritize aspects of justice, especially the vulnerable and affected. The energy transition process should be seen as a comprehensive process that includes green job creation, social protection for vulnerable groups, and employer-driven skills upgrading and retraining programs to address these issues.



One of the focuses of JETP is efforts to retire coal-fired Steam Power Plants (PLTU), which still contributes around 60% of the total electricity generation. JETP also realizes the importance of the principle of a fair transition for workers and communities affected by the early retirement of the PLTU, including the domestic coal industry, which will weaken and have an impact on the economy, especially in areas rich in coal mines. Indonesia's JETP program should develop a roadmap for an equitable transition that includes eco-friendly job creation, social protection for vulnerable groups, and employer-driven skills upgrading and retraining programs to address these issues.

The impacts of this coal transition are identified and analyzed in several scenarios to study outputs that are relevant to various future conditions. These output results are presented so that stakeholders can create policies that can anticipate future impacts.

For this reason, the Institute for Essential Services Reform (IESR) will hold a public discussion to discuss the strategy for the JETP funding and investment scheme, especially in relation to planning and anticipating the multisectoral impacts of early retirement from PLTU in an effort to realize an equitable energy transition. Moreover, IESR is developing the Coal Transition Impact Tracker (CTIC). CTIC is designed as an informative, intuitive and attractive tool for visualization & analysis of the direction, scenarios and transition process of coal in Indonesia and its impact on various related sectors including economy, employment, environment and health.

1. EVENT SUMMARY

Through this process, IESR is looking for event organizers or institutions based in Indonesia with extensive experiences and portfolios, capable of hosting, producing, and conducting two hybrid event packages. First event is a hybrid seminar which will be conducted on September 25th 2023, and the second event is the launching event which will be held in January 2024. The number of participants is around fifty people (offline attendance). Therefore, JETI-CTIC should also be able to accommodate active participants both on-site and virtually in a convenient manner.

IESR will evaluate all the proposals submitted. Following a review of all submissions, IESR will select the firms/institutions that present the most suitable expertise according to the qualifications outlined below, that most closely align with project objectives, and articulate a detailed, clear, and achievable plan to meet those objectives within the required timeframe.

2. PROPOSAL GUIDELINES

Proposals will be accepted until 12:00 p.m. Indonesian Western Standard Time (WIB, GMT+07) on Wednesday, 13 September 2023. Any submissions received after this date and time will be regarded as inadmissible.

All proposals must be signed by an official agent or representative of the company submitting the



proposal.

Please itemize all costs and include a description of associated services. Contract terms and conditions will be negotiated upon selecting the winning bidder for this RFP.

If the organization submitting a proposal must outsource or contract any work to meet the requirements, this must be clearly stated in the proposal. Additionally, costs included in proposals must consist of any outsourced or contracted work. Any outsourcing or contracting organization must be named and described in the proposal.

3. EVENT PURPOSE AND DESCRIPTION

1. Seminar JET-CTIC

The event will be a seminar with presentation and discussion. There are approximately 50 offline attendees and 300 targeted online participants. The event will be held on:

Day/Date : Monday, 25 September 2023

Time : 9:00 - 11:30 WIB

Event Purpose (First Event)

1. Explain and discuss the impacts that occur due to the coal transition process in Indonesia
2. Discuss CIPP JETP in supporting a just energy transition
3. Discuss the role of stakeholders in anticipating coal transition impacts.

The second event is the launching platform and seminar, which will be run in hybrid styles. There are approximately 50 offline attendees and 300 targeted online participants and take place on:

Day/Date : February, 2024

Time : 9:00 - 12:00 WIB

Event Purpose (Second Event)

1. Launching of Coal Transition Impact Tracker (CTIC) platform
2. Provide outreach to users on how to access and utilize CTIC

Agenda

First Event

Monday, 25 September 2023

Waktu	Agenda
09.00 - 09.15	Opening MC
09.15 - 09.25	Introduction Fabby Tumiwa, Direktur Eksekutif IESR



09.25 - 09.40	Presentation “The Impact of the Coal Transition in the Equitable Energy Transition” Presenter: Researcher IESR
09.40 - 11.20	Discussion and QnA of participant 1. Kementerian 2. Sekretariat JETP 3. Akademisi 4. CSO Moderator: IESR
11.20-11.30	Closing MC

The second event will run through below agenda

Time	Event
09:25 - 09:30	Zoom room opening
09:30 - 09:35	Opening by moderator
9:35 - 9:45	Speech IESR , Program manager, Energy Transformation
9:45 - 10:00	Presentation “Platform Coal Impact Tracker”
10.00 - 10.05	Platform Launching Video- Fabby Tumiwa
10:05 - 11.30	Talk Show “Coal Impact Tracker” - MEMR - Academia - Journalist/CSO - Professional
10:30 - 11:50	Platform Exploration and feedback
11:50 - 12:00	Closing



4. REQUEST FOR PROPOSAL AND PROJECT TIMELINE

Proposal Timeline:

Proposals will be accepted until 12:00 p.m. Indonesian Western Standard Time (WIB, GMT+07) on Wednesday, 13 September 2023. Any proposal received after the deadline will be regarded as inadmissible. Please kindly send the proposal to Energy Transformation Program through email deon@iesr.or.id and cc: uliyasi@iesr.or.id (*communication manager*, IESR) and falah@iesr.or.id (*program officer*, IESR). **Please include "RFP Response - EO CITC 2023" in the email subject.**

The selection decision for the winning bidder will be made by Friday, 15 September 2023. Any review and feedback about the proposal will be given between the dates.

Upon notification, the contract negotiation with the winning bidder will begin immediately and must proceed extra quickly to meet the project timeline.

5. BUDGET

All proposals must include proposed costs (in Indonesian Rupiah/IDR) to complete the tasks described in the project scope. Costs should be stated as one-time or non-recurring costs (NRC).

Pricing should be listed at least for these items:

- Pre-event production
- Day-to-day production
- Post-event production
- Hotel venue

NOTE: All costs and fees must be clearly described in each proposal. Details of the pricing items should refer to bidder qualifications outlined in the next section below.

Please adjust your proposal and provide details refers to our needs in JET-CTIC Seminar

6. BIDDER QUALIFICATIONS

Bidders should provide a comprehensive and detailed proposal comprising all of the following items:

Profiling

- Company/organization profile description of experience in hybrid event organizer
- Examples of three or more similar events conducted by your organization
- Testimonials from past clients on events conducted by your organization
- Anticipated resources you will assign to this project (total number, role, title, experience)

All items needs must cover and adjust to each event

1. Seminar JET-CTIC

Venue	Stage 6*3 meters for speakers, moderator and 4 panelists, include simple garden and its properties
	Printed background (adjustable to the stage)
	internet backup of 100 mbps that would allow for simultaneous zoom webinar and youtube broadcast
	Hotel Venue , 5 stars hotel meeting package.
Event promotion support	Promotional material consist of three carousels, and one short video
Supporting Event	Event broadcast equipment to support hybrid broadcast activities (included camera, lighting, sound system, dedicated microphone with specification detailed in the proposal/quotation)
	Allow for dynamic visual experience (up to two camera angles)
	Prompter/visual for people on-stage
	Sufficient number of Official Crew with excellent capacity to conduct hybrid event
	Simultaneous Interpreter Indonesia - English (familiarity with energy issues is a must). Interpreter may be conducted online via zoom
Virtual Platform	Registration, invitation and participants broadcasting
Digital Asset	Zoom Account HD Quality for 500 participants
Digital Asset	Attractive layout during the event (layout for panelist, moderator, etc)
	Visual asset (video bumper, screensaver, virtual frame)
	Report launching video
Post Event	Final event report
	Post event video recap , 3-5 minutes

2. Launching Platform Coal Impact Tracker

Venue	Stage 6*3 meters for speakers, moderator and 4 panelists, include simple garden and its properties
	Printed background (adjustable to the stage)
	internet backup of 100 mbps that would allow for simultaneous zoom webinar and youtube broadcast
	Hotel Venue , 5 stars hotel meeting package.
Event Promotion	Promotional material consist of three carousels, and one short video



Supporting Event	Event broadcast equipment to support hybrid broadcast activities (included camera, lighting, sound system, dedicated microphone with specification detailed in the proposal/quotation) Allow for dynamic visual experience (up to two camera angles) Prompter/visual for people on-stage
	Sufficient number of Official Crew with excellent capacity to conduct hybrid event
	Simultaneous Interpreter Indonesia - English (familiarity with energy issues is a must). Interpreter may be conducted online via zoom
	Registration, invitation and participants broadcasting
	Zoom Account HD Quality for 500 participants
	Photo Booth with printed services.
Digital Asset	Attractive layout during the event (layout for panelist, moderator, etc)
	Visual asset (video bumper, screensaver, virtual frame)
	Platform launching video
Post Event	Final event report
	Post event video recap , 3-5 minutes

The hotel is included in the event organizer

The estimated budget for implementing activities with the service details listed above are IDR 240-300 million. Please include budget details clearly and completely in accordance with the scope described.

Pricing

- All equipment and Personnel should be described on proposal.
- All costs must be described and detailed on proposal.
- Proposal is mandatory to cover all of request items, any additional suggestion is allowed but depends on IESR consideration.

7. EVENT ORGANIZATION QUALIFICATION

The Provider should provide the following items as part of their proposal:

- Description of experience in offline events and event organization
- Examples of three or more similar events conducted by your organization
- Testimonials from previous clients about events conducted by your organization
- Resources you will assign to this project (total number, roles, job titles, experience)
- Confirmation of project completion timeframe
- The concept of organizing the event to be offered